

AGASP Labor Management Procedures
Sept 17 2019 Rev 6
cleared ENV and SOC PMs

**Islamic Republic of Afghanistan
Ministry of Mines and Petroleum**

**Afghanistan GAS Project
AGASP**

Labor Management Procedure (LMP)

September 2019

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LABOR MANAGEMENT PROCEDURES (LMP)

These Labor Management Procedures provide an overview of the applicable Afghan legislative and WB Environmental and Social Standard 2 (ESS2) provisions and how the risks and issues related to labor in the AGASP sub-components will be managed during the implementation of the project. The Labor Management Plans for the individual components will in due course be prepared by the relevant contractors and will be reviewed and cleared by the Supervision consultant/PMU as appropriate.

I. OVERVIEW OF LABOR USE ON THE PROJECT

1. The AGASP project has three components as follows: Component A – Sustaining Gas Supply; Component B- Strengthening Gas Sector Governance and Regulations; and Component C - Project Management.
2. The project activities involve three types of employment, these include: (i) direct workers- the borrower staff, such as PIU staff and AGE who will be directly engaged, (ii) contracted workers through third parties, such as contractors and gas companies under the TA component, who will employ consultants and contracted workers related to the construction of the gas pipeline and amine plant, and (iii) primary supply workers – who will be engaged by the Borrower or gas companies’ primary suppliers. There will not be any community workers involved in the project. The sections below provide detailed description of the type and number to be engaged throughout the project life. There would also be security workers who would mostly be government employees from Police and military forces.
3. **Subcomponent A1. Operationalizing private sector gas development opportunities.** The Bank is not investing in upstream field development, rather this subcomponent will provide transaction and technical advisory support to the GoA on preparation of the tender process and award of contracts for the development of the Totimaidan gas block. Sub-component B1 includes support for TA and capacity building and will largely rely on international and national technical specialists (individual consultants or firms) based in Kabul (*Contracted Workers*). The exact *number of Contracted workers* over the life of the project for this specific sub-component is not yet known and is likely to fluctuate, but may be 5 - 10 workers/technical experts at any one time.
4. **Subcomponent A2. Gas Infrastructure.** The objective of this subcomponent is to provide technical support to MoMP and AGE to ensure sustainable natural gas deliverability including the development and optimization of upstream field facilities, midstream transport and downstream distribution value chain. Specific activities include (a) targeted technical assistance and transaction support to hydrocarbon
5. s related investments in the near and mid-term, and (b) support to the installation gas processing facility, including an amine plant; (c) support for the procurement of equipment and technical assistance needed for the construction of the Sheberghan-Mazar Pipeline (approximately 90km 12in diameter gas pipeline). The civil works aspects of the gas line construction has been undertaken by direct workers employed by Afghan Gas Enterprise and financed through the government’s own budget but the remaining sections of the gas pipeline will be undertaken by contractor who will

involve contracted workers. Sub-component B2 relies on a combination of *direct workers* and contracted workers. It will include: 1) a small number of laborers and technicians to support the site preparation and for the installation of the gas processing facilities (amine plant) – these may be from the local workforce or international the C-ESMP will include LMP (plan) which will specify the exact number of workers to be engaged. – it's not yet known; and 2) International and national technical specialists/consultants based in Kabul and the field (*Direct Workers*); and 3) Workers from consultancies (firms), providing TA who are based in Kabul and in the field. Again. The exact *number of direct workers, contracted workers and primary supply workers* over the life of the project for this specific sub-component is not yet known, but a rough estimate is 50 – 100 workers at one time, including AGE staff, technical consultants, etc during the construction phase, and falling significantly after commissioning

6. **Component B. Strengthening Gas Sector Governance.** The objective of this component is to address the institutional, contractual and regulatory gaps that persist in the management of Afghanistan's gas resources, thereby improving predictability, transparency and functionality of the sectors. Component B includes support for TA and capacity building activities and will largely rely on international and national technical specialists/consultants (individuals and firms) based primarily Kabul (*Direct Workers*). The exact *number of direct workers* over the life of the project for this specific component is not yet known and is likely to fluctuate, ranging from 15 to 30 at any one time.
7. **Component C. Project Management.** This component will provide support at implementation to the MoMP undertake project management, in accordance with the World Bank's fiduciary and other guidelines, including incremental operating costs, equipment, training on fiduciary and project management issues, project audits, and engagement of technical advisers to provide technical expertise on project performance monitoring and planning. Implementation of this component will largely rely on civil servants housed within the relevant Ministries, as well as international and national technical specialists/consultants (individuals and firms) based in primary Kabul (*Direct Workers*). The exact *number of direct workers* over the life of the project for this specific component is not yet known but an estimated 10 – 15 consultants and civil servants will be working on project management at any one time.
8. **Labor Management Plans** will be prepared by the respective contractors and gas companies as part of Contractor's ESMPs based on the provisions of these Labor Management Procedures and the details of labor to be used in those contracts. These plans will be reviewed and cleared by Supervision consultants/ PMU, as appropriate.
9. **Vulnerable workers.** It's unclear which if any vulnerable workers will be employed by the project, but protection of such classification of workers will be based on Afghan Law and the guidelines set-out in ESS2 of the ESF. No children will be employed by the project- it is essential to note that minimum age (15) for work (Article 13 of Labor law of Afghanistan), and the minimum Age (18) for hazardous Work (Article 13 and 120 of Labor Law. A review of existing data in the sector undertaken for this proposed project found that gender disparities in the extractives sector in Afghanistan exist in multiple arenas, but specifically in the area of employment. According to data from the national central statistics organization as of 2017, only 12% employees in the MoMP are women (4.8% contracted employees and 7.2% government officials). To address this, the project will provide technical support to the gender unit by strengthening the Gender Unit of MoMP to develop gender policy for the ministry, develop a code of conduct (CoC) to be signed by each worker, and conduct

gender-sensitization training of relevant Ministry staff to enhance the capacity on gender within the Ministry.

10. **Security workers.** The Afghan government may be posting security forces (military and police) to protect all project sites. These forces report directly to the Ministry of Interior Affairs (MoIA) and are governed by the rules and regulations and code of conduct as per the laws of the land. In case of future employment of private security companies, the C-ESMPs will include the employees' code of conducts to be followed such security workers.
11. **Migrant workers.** The downstream TA activities may involve limited number of migrant workers (national and international). The number of such workers which may be engaged are not known at this stage. The C-ESMPs will include labor influx risk assessment with risk mitigation plans which will be followed.

II. ASSESSMENT OF KEY POTENTIAL LABOR RISKS with Mitigation Measures

Key Labor Risks:

12. Gas pipeline, gas processing facilities and amine plant: A Labor Management Plan will be developed by AGE in due course, identifying key labor risks and mitigation measures.

Table 1.1- Key Labor Risks

S/No	Activities to be Considered	Anticipated Risks	Mitigation Measures
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A	Employment and working conditions	<p>Lack of formal work contract</p> <p>Lack of disability insurance</p> <p>Lack of adherence to official work hours</p> <p>Violation of national labor law regarding employment of</p> <p>Child laborers and forced laborers</p> <p>Lack of equal pay for equal work for men and women</p> <p>Discrimination in recruitment and employment</p>	<p>Labor Management Plans for individual sub-components, prepared as part of C-ESMP:</p> <p>Supervising Engineer and ESSU should monitor adherence to LMP</p> <p>In accordance with Afghan Labor Law recruitment of child laborers is against the law, and age will be checked on the national Identity card (or Tazkira)- Minimum age (15) for work (Article 13 of Labor law), and the minimum Age (18) for Hazardous Work (Article 13 and 120 of Labor Law.</p> <p>Awareness raising sessions to be conducted among all stakeholders regarding child labor and forced labor.</p> <p>Gas companies will establish ESMS which will also include procedures for payment to men and women and selection criteria for local employment opportunities.</p>
B	Grievance Mechanism	<p>Lack of adequate and accessible GRM</p> <p>Lack of awareness about GRM</p> <p>Non-functionality of GRM</p>	<p>Grievance Redress Mechanism should be accessible for workers/employees under each sub-component (including access by direct, contracted and primary supply workers)</p> <p>Every worker should have open access to register complaints:</p> <p>1) At local level;</p>

			<p>2) at project level; and 3) at ministry level.</p> <p>Members of the GRC should include representatives from the community and local NGOs, if possible a female member also</p> <p>Public information posters in local language will be distributed among the local population to use grievance service.</p> <p>GRC for workers will be trained to address grievances by workers and other workplace issues in an effective and efficient manner.</p> <p>In case the grievance cannot be resolved by the GRC for workers, it will be escalated to the next level.</p>
C	Occupational Health and Safety (OHS) plans	<p>Serious accidents and fatalities due to lack of adequate OHS measures.</p> <p>Lack of OHS plan</p> <p>No certified OHS specialist permanently on site.</p>	<p>Preparation and adequate implementation of an OHS Policy, Risk Assessment, according to updated Plans making surveys and inventories at regular intervals to find problems due to leakages, corrosions and etc. due to weathering and make corrective action, OHS Plan by OHSAS 18001:2007, NEBOSH or similar certified OHS Specialist recruited by all contractors. Supervising Engineer approves and supervises adequate implementation of OHS Plan and recruits a certified OHS Specialist for this purpose having a ToR with</p>

			<p>appropriate line of reporting and will make regular inspections and write reports on finding and needed recommendations.</p> <p>All workers trained in OHS aspects, toolbox meetings by certified OHS Specialists</p> <p>Safety equipment (PPE) will be provided to all laborers as relevant dependent on safety risks of the tasks to be performed</p> <p>ESSU should hire a certified OHS Specialist or recruit E&S Specialists who are certified in OHS.</p> <p>Site Clinics, first aid kits and ambulance and medical specialist on site.</p>
D	Recruitment Policy for Contracted Workers	<p>Corruption & nepotism in recruitment process</p> <p>Exclusionary practices in recruitment, e.g. discriminating certain groups</p> <p>Social conflict by local communities feeling excluded from employment opportunities</p> <p>Violation of local cultural values and customs, especially by gas companies.</p>	<p>Recruitment policies (which should be locally consulted) should ensure that all the technical contracted staff are recruited through open, non-discriminatory, transparent processes, with job announcement posted locally, away from construction site.</p> <p>The priority should be given to local employment, if they are able to full fill the job requirements</p> <p>Unskilled labor should be recruited locally.</p> <p>Awareness raising and orientation about local cultural norms, value and customs.</p>

E	Labor camp management	<p>Social unrest and associated risk of GBV resulting from labor camp (workplace sexual harassment - WSH) and labor influx risk.</p> <p>Lack of labor camp management plan,</p> <p>Lack of adequate facilities at labor camp (potable water, sanitation and other facilities)</p>	<p>Labor Camp Management Plan in place as per national and international standards and the WB ESF.</p> <p>The camp for the external specialized staff (including national staff) should be located far from any local community.</p> <p>All staff are subject to a Code of Conduct, incl. orientation regarding Sexually Transmitted Diseases (STD), and Workplace Sexual Harassment (WSH), Sexual Exploitation and Abuse (SEA), GBV and shall receive orientation regarding GRM options.</p> <p>Provision of basic life facilities like safe drinking water, sanitation, electricity etc for workers at construction camp.</p>
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Mitigation of OHS of labor related risks:

13. Mitigation of labor related risks will naturally depend on the specific sub-component and will be covered in detail in the specific C-ESMP and its Labor Management Plan. The following are some issues which needs special consideration and supervision during the project implementation:

- ✓ Adhering to the national labor law and its OHS portion as well to the IFC/WBG EHS Guideline including its OHS Guidelines which is also mandatory to applied. Here is the website: https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines
- ✓ Reporting all work related incidents to understand the cause and the lessons learned and how to prevent further work related incidents.
- ✓ OHS Policy for all contractors, OHS Risk Assessment, preparation and adequate implementation of OHS Plan and recruitment of certified OHS Specialist by all Contractors and Supervising Engineers

- ✓ Provision of Occupational Health and Safety Training and Equipment's (Gloves, Shoes, Work dress, Helmet, Protective Glasses and etc.).
- ✓ PMU hires certified OHS Specialist or recruits OHS certified E&S Specialists.
- ✓ Hiring of medical officer(s) for the emergency case and a site clinic, first aid kit on all project sites and ambulance.
- ✓ Child and forced labor shall be strictly prohibited. National ID is a part of the requirement for age and security verification.
- ✓ All the workers shall have open access to a grievance recording.
- ✓ All workers shall be recruited under specific term and conditions based on national law (Labor Law) and project agreement.
- ✓ Code of Conduct signed by all workers as part of contract prior to start of work.
- ✓ The project workers shall have elected representative to raise their issues and recording in the complaints book and also to share with PMU Environmental and Social Expert directly by email, written complaint or phone.
- ✓ All workers shall be trained and made aware regarding project nature and working roles and regulation including their rights at the work place.
- ✓ The OHS Plan should have regular checking on HIV/AIDS and STD situation and take measures to ensure mitigation measures and relevant precautions, awareness raising training and health checking.
- ✓ Audit on yearly basis to verify the level of enforcement of the country labor law and regulation as well as the WBG EHS and OHS Guidelines whose website is given above on page 9 of this document.
- ✓ In order to ensure the ownership of the MoMP the Central Unit of the Environment and Social of the Ministry should also strictly follow the enforcement of the OHS Regulations and Plans and report to the leadership of the ministry.

III. BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS

14. The **Labor Law (2007)** provides a legal basis for safe and decent working conditions in Afghanistan. Key relevant provisions provide guidance around non-discrimination in recruitment (Art. 9), compliance with international conventions (Art. 12), working hours (Art. 30), breaks (Art. 40), non-discrimination in payment (Art. 59), and special provisions for female and youth workers (Art. 121, 127-130), over-time pay, night shift differentials and retirement benefits.
15. The **Labor Law (2007)** provides a legal basis for safe and decent working conditions in Afghanistan. Key relevant provisions provide guidance around non-discrimination in recruitment (Art. 9), compliance with international conventions (Art. 12), working hours (Art. 30), breaks (Art. 40), non-discrimination in payment (Art. 59), and special provisions for female and youth workers (Art. 121, 127-130). The law further provides occupational health and safety regulations (Chapter 10) that provide legislation around safety trainings, hygiene rules, protective equipment, and medical treatment when necessary. The law also addresses Work Standards and Regulations (Art. 88) as well

as how labor disputes over terms and conditions of employment will be resolved in the public, private and joint sector (Art. 89)

16. **Employment Relationship:** Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations. Wages for workers as per government policy shall be followed.
17. **Non-discrimination:** No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, nationality, political opinion, social group or ethnic origin.
18. **Harassment or Abuse:** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
19. **Forced Labor:** There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.
20. **Freedom of Association and Collective Bargaining:** Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

Table 1.2- relevant articles from national labor legislation.

National Labor regulation and standards	Legislation	Illustration of relevant content (non-comprehensive)
	Labor Law (2007)	<p><u>Article 4</u> prohibits compulsory work, which is defined as work that is against the rules and regulations of the office, against the will of the worker, and performed under threat; <u>Article 9</u> calls for non-discrimination in recruitment; <u>Article 12</u> requires compliance with the convention of the International Labor Organization to which Afghanistan adheres or plans to adhere; <u>Article 30</u> concerns working hours and specifies that the normal working week is 40 hours; <u>Article 40</u> requires employees to be given a one-hour break for prayers and lunch; the break is not included in the normal working hours <u>Article 59</u> calls for non-discrimination in payment of salary; <u>Article 91</u> in the chapter on Labour Norms and Discipline states the general obligations of the employer, which include ensuring labour safety and security at work; <u>Article 92</u> lists the obligations of employees, which include following safety rules and practicing working environment hygiene; <u>Chapter 10</u> is devoted to provision of health and occupational safety conditions at</p>

		<p>workplace and involves: <u>Article 107</u> requires the employer to ensure safe and hygienic working conditions and <u>Article 110</u> to follow legislated safety and hygiene standards; <u>Article 111</u> compels the employer to provide continuous safety training and the employee to follow safety rules, standards and instructions and utilize personal protective equipment; <u>Article 113</u> requests he employer to provide all necessary protection clothing and personal protective equipment, free of charge; <u>Article 114</u> compels the employer to provide for first aid and for transfer to medical centres in case of accidents; <u>Article 121</u> prohibits assigning female or youth workers to night duties; <u>Article 127</u> defines youth workers as between the ages of 14 and 18; <u>Articles 128</u> through 130 states the special requirements that must be followed in employing youth workers¹.</p>
<p>National Labor policy 2017 – 2020</p>	<p>Labor policy</p>	<p>Specific objectives of the National Labor Policy:</p> <ul style="list-style-type: none"> ● Facilitate the creation of equal opportunities of productive employment to all Afghans of working age regardless of gender, ethnicity and religion. ● Enhance the employability and productivity of the country’s workforce by increasing its capabilities through public and private skills development. ● Improve legislation environment and working conditions by establishment and enforcement of laws, regulations and standards. ● Facilitate the establishment and functioning of representative and democratic unions of workers, and of employers; encourage social dialogue and collective bargaining for determining work related matters and settling issues by the industrial partners. ● Strengthen the role and partnership of the private sector, as a key driver of national development, in labour related planning and decision-making to achieve optimal labour market outcomes. ● Facilitate and regulate the migration and employment of Afghan workers abroad and of foreign workers in the country, and assist with the effective reintegration of Afghan returnees. ● Improve generation and use of labour data and information

¹ based on NATEJA’s ESIA (2015)

IV. BRIEF OVERVIEW OF OTHER LABOR-RELATED LEGISLATION

21. National acts, laws, regulations, guidelines and policies relevant to the project are, among others: Environmental Act, 2007; Water Law, 2009; Draft Forest Law, 2009; Labor Law; Interim Environmental Impact Assessment Regulations.
22. Afghanistan has in addition ratified a number of international agreements and conventions relating to the protection of the environment and biodiversity, as well as a number of ILO conventions relating to labor conditions.
23. The government of Afghanistan has ratified a number of international ILO conventions. These include the following – the *Equal Remuneration Convention 1951*, the *1957 Abolition of Forced Labor Convention*, The the *1999 Worst Forms of Child Labor Convention*, and the *Tripartite Consultation (International Labor Standards) Convention*.²

Table1.3- Afghanistan’s ratification of relevant ILO Conventions

	Convention	Afghanistan ³
1	Equal Remuneration Convention, 1951 (No. 100)	In Force (ratified 1969)
2	Abolition of Forced Labor Convention, 1957 (No. 105)	In Force (ratified 1963)
3	Discrimination (Employment and Occupation) Convention, 1958 (No. 111)	In Force (ratified 1969)
4	Minimum Age Convention, 1973 (No. 138) <i>Minimum age specified: 15 years</i>	In Force (ratified 2010)
5	Worst Forms of Child Labor Convention, 1999 (No. 182)	In Force (ratified 2010) 2014: MoLSAMD announced a List of Prohibited Jobs for Child Laborers (Labor Code 41,42)
6	Night Work (Women) Convention (Revised), 1948 (No. 89)	Abrogated by decision of the International Labor Conference at its 106th Session (2017)

² ILO, “Ratification for Afghanistan,” https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:11200:0::NO::P11200_COUNTRY_ID:102945.

³ https://www.ilo.org/dyn/normlex/en/f?p=1000:11110:0::NO:11110:P11110_COUNTRY_ID:102945

7	Night Work (Women) Convention, 1919 (No. 4)	Abrogated by decision of the International Labor Conference at its 106th Session (2017)
8	Equal Remuneration Convention, 1951 (No. 100)	In Force
9	Underground Work (Women) Convention, 1935 (No. 45)	In Force
10	Protection of Wages Convention, 1949 (No. 95)	In Force
11	Weekly Rest (Commerce and Offices) Convention, 1957 (No. 106)	In Force
12	Dock Work Convention, 1973 (No. 137)	In Force (ratified 1979)
13	Occupational Cancer Convention, 1974 (No. 139)	In Force
14	Paid Educational Leave Convention, 1974 (No. 140)	In Force
15	Human Resources Development Convention, 1975 (No. 142)	In Force (ratified 1979)
16	Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983 (No. 159)	In Force (ratified 2010)

V. BRIEF OVERVIEW OF LABOR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY

24. The Labor Law further provides occupational health and safety regulations (Chapter 10) that provide legislation **around** safety trainings, hygiene rules, protective equipment, and medical treatment when necessary, health insurance compensation, reduced standard work weeks for pregnant and nursing mothers and minors.

25. Occupational Health and Safety: Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers’ facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

26. Apart from the provisions listed in the table above, Article 108 of Labor Law describes mandatory assurance of health and safety conditions for the employer: "The Administration shall be obliged to ensure preservation of health and labor safety, application of safety techniques to prevent work and production related accidents, and to provide healthy conditions in order to prevent occupational diseases of Employees."⁴
27. The employer shall take appropriate precautions to ensure that the workplace is safe and without risk of injury to the safety and health of workers. Mitigation measures will be adopted to protect the workers present at or in the vicinity of an implementation Site from all risks which may be arise from such Sites. Following are the measures that the Implementer/Contractor/Consultant or Supervising Engineer will take to prevent any danger or to minimize the risk for the worker's safety and for the safety of their workplace.
- ✓ Provision of proper safety and emergency regulations for the prevention of fire, traffic, workplace and other accidents enshrined in an OHS Policy, OHS Risk Assessment, preparation and adequate implementation of an OHS Plan in conformity with international standards, recruitment of a certified OHS Specialist by all Contractors, Supervising Engineers and PMU.
 - ✓ Proper warning signs and hazardous site marking at all work sites.
 - ✓ Training OHS, toolbox talks, provision of PPE including safety (helmets, safety boots, goggles and dust masks etc) for all personnel including any authorized visitors to the Site.
 - ✓ Provision of clean drinking water, appropriate and clean washrooms applying international standards (number of workers per washroom and toilet) shall be readily available for workers/staff at all construction sites. Where needed separate washrooms and toilet for female and male workers.
 - ✓ Availability of fire extinguishers equipment at Site and workers will provide trainings about the use of fire extinguisher so that adequate personnel are readily available in case of emergency during whole implementation periods.
 - ✓ The proper storage of hazardous and non-hazardous materials and equipment using international standards and removal of scrap, waste and debris from workplace.
 - ✓ Hazardous Material Data Sheets for hazardous chemicals should be present at storage sites.
 - ✓ Smoking should be strictly prohibited and "No Smoking" notices be prominently displayed in all places containing readily combustible or flammable materials.
 - ✓ Visitors should not be allowed to enter the work sites unless accompanied by or authorized by a competent OHS person and provided with an appropriate protective equipment.
 - ✓ Where necessary, appropriate suitable directions signs will be installed to indicate the clear direction in case of emergency for visitors and workers.
 - ✓ Supply of stretches and first aid boxes, together with rescue facilities at Site.

⁴ 2007 Labor Law <https://www.ilo.org/dyn/natlex/docs/MONOGRAPH/78309/83636/F774573068/AFG78309.pdf>

- ✓ Traffic management, health safety and emergency response plan as specified in Construction ESMPs (CESMPs).
- ✓ Preparation and implementation, if needed, of an Emergency Response Plan (ERP) by all Contractors.
- ✓ Awareness and training of workers regarding their work activity.
- ✓ Immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- ✓ Immediate Root Cause Analysis of any serious accident or fatality.
- ✓ Bring to the prompt attention of the top management any health and safety issue that requires their attention.
- ✓ Reporting to the World Bank within 24 hours of any fatality or serious accident.

28. Warning Devices: Warning devices include such items as danger and warning signs, canoe portage signs, audible warning devices, lights and illumination, beacons and strobe lights, buoys, and verbal warnings. These devices are required where necessary to warn of hazardous and security threats.

29. OHS Safety Training/Orientation: Provisions should be made to provide OHS orientation training to all new employees to ensure they are apprised of the basic site rules of work at / on the site and of personal protection and preventing injury to fellow employees. Training should consist of basic hazard awareness, site-specific hazards, safe work practices, and emergency procedures for fire, evacuation, and natural disaster, as appropriate. Any site-specific hazard should be thoroughly reviewed as part of orientation training.

30. The employer should ensure that workers and contractors, prior to commencement of new assignments, have received adequate training and information enabling them to understand work hazards and to protect their health from hazardous ambient factors that may be present. The training should adequately cover:

- Knowledge of materials, equipment, and tools
- Known hazards in the operations and how they are controlled
- Potential risks to health
- Precautions to prevent exposure
- Hygiene requirements
- Wearing and use of protective equipment and clothing
- Appropriate response to operation extremes, incidents and accidents

Basic OHS Training

- A basic occupational training program and specialty courses should be provided, as needed, to ensure that workers are oriented to the specific hazards of individual work assignments. Training should generally be provided to management, supervisors, workers, and occasional visitors to areas of risks and hazards.
- Workers with rescue and first-aid duties should receive dedicated training so as not to inadvertently aggravate exposures and health hazards to themselves or their coworkers.

Training would include the risks of becoming infected with blood-borne pathogens through contact with bodily fluids and tissue.

- Through appropriate contract specifications and monitoring, the employer should ensure that service providers, as well as contracted and subcontracted labor, are trained adequately before assignments begin.
31. There shall always be a first Aid Kit in at the project site, access to canteen, facilities, areas for rest, drinking water, sanitation and facility for washing body should be available to laborers. Training at regular intervals to workers should be undertaken by trained staff.
 32. **Area Signage.** Hazardous areas (electrical rooms, compressor rooms, etc) installations, materials, safety measures, and emergency exits, etc. should be marked appropriately.
 33. **M&E and Reporting of Subprojects Performance and Implementation of OHS.** Checking and assessing the performance and enforcement of National and OHS regulation and the IFC/WBG's EHS and especially OHS Guidelines on page 60 of the Guidelines must be undertaken from time to time and should be an iterative process and system approach in the project because adhering to safety is a behavioral issue and behavior only slowly changes when have a system approach and leadership and senior management commitment is there and to make it everybody's business. Therefore, the safety Focal Person should always check whether the foremen and site engineers and especially the workers are understanding and applying the OHS Guidelines or not. If there is any shortcoming it should be rectified immediately.
 34. **Auditing of OHS Management by Independent/Third Party Monitors.** There is a need that regular M&E of the OHS issues, risks and their management should be monitored on yearly basis, write professional reports, identify gaps as well as good practices and give recommendations for improvements. The project and MoMP relevant departments should give proper feedback and making proper corrective actions.
 35. **OHS Concerns Mainstreamed in Contractual Documents of the relevant Subprojects.** The relevant clauses related to occupational health and safety concerns should be part of bidding and contract documents.
 36. **Reporting Incidents.** The Focal Person should immediately report any incident to the relevant project director and share the report and the project director must immediately share the report with the World Ban. The report should clearly show how the incident happened, what was the reason and what actions has been taken if any. The Focal Person should give Occupational Health and Safety training to all new workers and refresher orientation to all workers.
 37. **Use of OHS Guidelines - In order to properly manage OHS concern** the projects should use IFC/WBG's EHS general guidelines and more specifically its section 2 on Occupational Health and Safety (for easy reference, the OHS section is in page 60) of the Guidelines.

https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines

38. Further to the above, the ESMF of the AGASP project contains OHS requirements which the project has to be comply with.

VI. RESPONSIBLE STAFF

39. Enforcement of national Labor Law is the responsibility of Ministry of Labor, Social Affairs, Martyrs and Disabled (MoLSAMD). Here plans exist, and work is underway at the MoLSAMD, to strengthen this capacity, including the recent adoption of regulation that requires compensation to workers for labor-related injuries and the planned addition of further labor inspectors, as well as ongoing external donor support to this function.
40. At project site level, for each site, the contractor or the gas company prepares a Labor Management Plan (LMP) and is responsible for its adequate implementation. Where the contractor is supervised by a Supervising Engineer, the responsibility for the adequate implementation of the LMP will be his/her responsibility. In case of gas companies, the supervising responsibility falls on the ESSU. The contractor(s) and or gas companies prepare the Labor Management Plan which will be subject to review by the WB -E&S experts. The LMP can be a stand -alone document or a part of the site-specific ESMP- which should also be consulted and disclosed.
41. Supervision/management of **laborers/civil works** - the management and supervision of AGE staff in constructing the pipeline will be overseen within AGE's own institutional structure with support from the supervision engineer.
42. **Direct workers**, in particular project staff that are civil servants of the MoMP will be engaged and managed through the ministries' own institutional structures. The project director at the deputy minister level will be responsible for managing and engaging technical consultants procured under the project, with day-to-day support from technical focal points.
43. **Contracted labor**, e.g. for construction work, will primarily be recruited locally by the Supervision Engineer.
44. Supervision engineer and EHS specialists will be responsible for overseeing **occupational health and safety (OHS)** at each of the sites.
45. Addressing worker grievance – please refer to section X below.

VII. POLICIES AND PROCEDURES

46. Under the AGASP, each of the two components has their specific labor related Grievance Redress Mechanism, and the regular E&S and OHS monitoring of the project will cover adherence to and implementation of the project-level Labor Management Procedures, the component-related Labor Management Plans as well as the implementation of the Environmental and Social Management

Framework inclusive its OHS requirements.

47. The WB E&S also require that proper institutional arrangement should be established to assess performance of OHS issues, provide regular training to workers, prepare reports, give proper response to reports of Monitors and make corrective actions as soon as possible and keep record of all communications. Carry out independent joint semi-annual E&S and OHS Audits, as well as regular internal audits.
48. Action to Rectify: If any part of the Site-Specific Construction Environmental and Social Management Plan (CESMP) or OHS Plan is not followed, PMU shall report immediately to the Project Manager of AGASP. The Environmental and Social (E&S) and OHS staff take appropriate action to rectify the disorderly conduct.
49. Instruction to Employees: The PMU E&S staff will periodically interact with the Employees for the awareness of Environmental Conservation and encourages them to abide by the Socio-Environmental and Health and Safety standards. Location, facilities and pollution control will be consistent with management requirements in the CESMPs.
50. Physical Violence: Violence is defined as acts of aggression, intimidation, abuse, and outrage, resulting in physical force being unlawfully exercised or an act tending to cause bodily injury or damage to property. Incidents of violence may include assault, damage of property, display and/or use of weapon and extortion.
51. Each contractor and gas company shall as part of plan and their LMP will include GBV prevention including awareness raising and Code of Conduct in relation to GBV/SEA, as well as separate procedures under GRM for handling GBV related complaints [see section on complaint mechanism for GBV risk prevention]..
52. **Whom to call:**
 - Physical violence and threats are violations of the criminal code and must be reported to the police.
 - If safe to do so, immediately report the incident to Social safeguard officer, supervisor or site manager who will contact the police.
 - Contact (appropriate numbers for Police, Fire, Ambulance, etc) using the Emergency Reporting Procedure at any time that you feel your personal safety is compromised.
53. **In case of Temporary Site Camp Facilities**
 - ✓ Due care will be taken due to minimize land requirements for temporary structures and facilities;
 - ✓ Only assigned or approved quarries and borrow areas will be exploited.
 - ✓ All temporary structures, facilities and access roads will be constructed only in the areas designated by the Employer.
 - ✓ Site or temporary roads will be planned and designed by AGE/MoMP .

- ✓ AGASP-project will adopt precaution measurements to minimize Environmental and Social impacts, as well as OHS arising from implementation and operation of Site and temporary roads and other associated facilities.
- ✓ AGASP-project will maintain the Site roads throughout the implementation period,
- ✓ AGASP-project's temporary facilities, such as warehouses, labor camps, storage areas, and work yards will be located so as to preserve the natural environment such as trees and vegetation to maximum extent possible.
- ✓ Separate field bathrooms will be provided for the workers at all work site, separated in female and male toilets if required.
- ✓ Proper tent facilities will be providing for project technical staff and workers at each work site to spend break time in the tent or protection from heat, cold and rain.
- ✓ Proper water cooler will be providing to each team for use of drinking water.
- ✓ All the required safety (Gloves, Shoes, Mask, etc) and work equipment's will be providing to all technical staff and work labor.
- ✓ Proper work dress will be providing to technical staff and Westcott to the labor.
- ✓ Primary health kits box will be provided to each team.
- ✓ Hats or Hard Hats will be providing to all site staff and workers to protect from sun rays.

VIII. AGE OF EMPLOYMENT

54. Afghanistan has ratified all key international conventions on Child labor. The Minimum Age (15) for work (*Article 13 of Labor Law*), and the Minimum Age (18) for Hazardous Work (*Article 13 and 120 of Labor Law*) are in compliance with international standards. Both components will adhere to the Afghan Labor Law and its **definition** of minimum age, which will be verified through the national Identity card at the moment of recruitment. Both components are implemented by government entities, and any breach of Afghan Labor Law will lead to disciplinary measures.
55. **Child Labor:** No person shall be employed under the age of 18 or under the age for completion of compulsory education, whichever is higher. The labor age has been verified by checking their NIDs. And awareness raising sessions have been conducted with local communities and local agencies.

IX. TERMS AND CONDITIONS

56. Applicable terms and conditions as per Afghan Labor Law applies, and the relevant stipulations in the AGASP ESMF, including written service contract detailing the worker's salary, working hours & leave, rights and allowance, Code of Conduct (see Annex 1), duration of contract, and terms and conditions for termination of contract by employer and worker alike. The contract should be signed by both parties, who each will keep a copy (Labor Law, Chpt 2: Recruitment and Service Contract)
57. Direct Workers: Direct workers' contracts are determined by the Afghan Labor Law, as they are directly employed by the relevant government agencies.
58. Contracted Workers: Terms and conditions for contracted workers shall be reflected in the HR Policies and contracts which will be reviewed by the Ministry regarding their compliance with the

ESF and national labor law

- 59. Migrant Laborers:** Terms and conditions for migrant workers shall be reflected in the HR Policies (ESMS to be established by gas companies) and contracts which will be reviewed by the Ministry regarding their compliance with the ESF and national labor law.
- 60. Hours of Work:** Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours per week. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours as per national working law.
- 61. Compensation:** Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract.

X. GRIEVANCE REDRESS MECHANISM (GRM)

- 62.** The GRM will have Grievance Redress Committees at three levels, which will also be detailed in the respective C-ESMPs, O-ESMPs and Labor Management Plans (LMPs):
- 63.** The GRCs structure at project level and upper level will be as follows:
- i. **Local or community level GRC:** members should include: (i) community representatives, labors (ii) grievance focal officer, (iii) contractor/gas company. Local GRC can also collect grievances related to labors and will submit this to the GRC for workers.
 - ii. Sub-Project level GRC: this GRC comprises of the following sub-GRCs:
 - a. **Sub-Project level General GRC:** this GRC will be responsible to address all grievances, except labor related grievances as the members aren't specialist in labor management issues- members include: (i) MoMP, (ii) representative of local district governor/provincial governor; (iii) representative of CSO, (iv) Grievance focal officer; (v) local community/affected people; and (vi) gas companies' representatives.
 - b. **GRC for workers:** members include: (i) MoMP, (ii) Directorate of Labors, Social affair, martyrs and disabled (DLSAMD); (iii) representative of CSO- labor specialized, (iv) Grievance focal officer; (v) labor representatives/labor association, (vi) gas companies' representatives.
 - iii. Ministry level GRC: (i) deputy minister of MoMP (head), (ii) government commission, labor

representatives/ labor association (iii) PMU manager, (iv) Grievance focal officer, (v) community representative.

64. The above GRC mechanism is formulated on the principle, that the involved parties (worker and employer) will be able to resolve a work-related grievance through the mediation/arbitration of relevant third parties. However, where this mechanism fails, the Afghan Labor Law stipulates the following (Art 89): “If any dispute arises between the organization and the employee regarding the setting of work related rules and standards, the issue will be resolved by the following authorities: (a) In the ministries, state institutions, private and joint enterprises and ventures in which the state share is more than 50%, the authorized authorities with participation of MoLSAMD.

(b) In social and cooperative organizations and private and joint sector in which the state share is less than 50%, the disputes will be resolved by involved parties under supervision of MoLSAMD. The Labor High Council in MoLSAMD is the highest decision-making body on labor-related issues (Art. 145)

65. The GRC for workers and ministry level GRC will be trained on national labor law, regulations and procedures and the World Bank ESF (ESS2 on labor and working condition) linked to labor management (including benefits, working facilities and other rights).

Grievance Handling Procedure

66. The table provides steps with responsibilities of grievances relating to the complaint handling linked to labor issue. The key purpose of this exercise is to present GRM process in an effective & user-friendly manner.

Table 1.4- GRM procedures for complaint handling process

Steps	Complainants	GRC/ GRM Focal Officer functions	timeframe
Local or community level GRC:			
<ul style="list-style-type: none"> The Affected Person/workers /complainant (or his/her representative) may submit his/her complaint in several ways e.g. by written letter, phone, SMS messages and email to the GRC or, alternatively, raise his/her voice in a public or individual meeting with project staff. 			
1	Submission of complaint to the local or community level GRC	<ul style="list-style-type: none"> Conduct public information sessions among the affected communities to use grievance service. Registering a grievance in the project logbook and grievance database. Segregate/sort and process Acknowledge and follow up of grievance. Verify investigate, and act 	7- 14 days

		<ul style="list-style-type: none"> • Provide written response to the complainants. 	
<p>Sub-Project or site level GRC:</p> <p>(a) Sub-Project Level General GRC</p> <p>If resolution at local/community level is unsuccessful, or the Affected Person (AP) can take his or her complaint to a Project level GRC.</p>			
2	Submission of grievance to the Project level GRC through one of the channels	<ul style="list-style-type: none"> • Conduct coordinating meetings among complainants/ public and relevant administrations including, but not limited to; Arazi Department at provincial level. • Provide written response to the complainant. • Provide written response to the complainant 	10 days
<p>(b) GRC for Workers:</p> <p>The project workers (all three categories, direct workers, contracted workers and primary supply workers) can directly register their complaints with the GRC for workers. The members of this GRC will be trained to be capable to address grievances by workers, including workplace complaints in an efficient and effective manner to meet national regulations on labors and WB-ESS2.</p>			
3	Workers or labor association will submit their grievance to the GRC for Workers through one of the channels	<ul style="list-style-type: none"> • Refer workers related complaints to the Workers GRC. • Registration, classification and analysis of grievances. • Convene the GRC for workers meeting to analyze and resolve the complaint. • Provide written response to the complainant/contractor/gas company. • Provide guidance with recommendations to the gas companies/contractor to improve working condition/labor management issues. • 	10 days
<p>Ministry level GRC:</p>			

In case the complaint is not resolved within 10 days of its receipt or it is unattended, the complainant can approach the ministry level GRC or directly to the Minister- of MoMP in Kabul. Ministry-GRC and/or minister will then examine the complaint and address the complaint within 20 days.			
4	Workers, labor associations or the AP can refer the complaint to the ministry GRC or directly to the Minister’s office of MoMP	<ul style="list-style-type: none"> • Conduct coordinating meetings/ resolution sessions between complainant relevant administrations at • Investigate the complaints • Provide written response to the complainant 	20
5	If all above fails, the last recourse is the stipulations in the Labor Law, Art 89.	<p>a) In the ministries, state institutions, private and joint enterprises and ventures in which the state share is more than 50%, the authorized authorities with participation of MoLSAMD.</p> <p>(b) In social and cooperative organizations and private and joint sector in which the state share is less than 50%, the disputes will be resolved by involved parties under supervision of MoLSAMD.</p>	

67. The gas pipeline, gas processing facilities and amine plant will develop a GRM for workers as well, which will be described in the respective Labor Management Plans for this component.

68. The lowest level of Grievance Redress Committee, is at community level, since in Afghanistan there is a long tradition for villagers to go through their community representatives when they want to address higher authorities. The community level GRC will typically address more practical issues which can be resolved through discussions between community representatives and the sub-project authorities.

69. The Project level GRC will address more complicated issues – and ultimately, the GRC at Ministry level will deal with complaints involving more difficult/principal issues.

70. Complainants who are dissatisfied with the response to a complaint can appeal to the higher level GRC.

How to Register a complaint or submit a complaint form?

71. There shall be a variety of channels to submit complaints:

- a) The complaints are submitting to the village elders/CDC, the district or provincial representative to whom the community people might have easy access.
- b) They can also submit their complaint directly to project authorities.
- c) The complainants can put their grievances into the complaint's boxes, which then will be opened during the GRC meeting.
- d) The local GRC/or Sub-project Level GRC will refer all labor related complaints to the GRC for workers.
- e) Received complaints that might be of any grievance or which would be submitted to any source should be registered in the Complaint Registration Form or complaints registration books at the first stage and signature or finger print should be taken on the form from the person complaining.
- f) The project local staff will acknowledge the receipt of complaints and log them into a central register book. There may be complaints that might be solved before reaching to the GRC meetings. The complaint form and details of the case solved should be recorded and maintained for future uses.
- g) The implementing agency has the responsibility to provide a complaint registration form and a complaint register book. They should also assist the complainant in filling of the form. They will also inform complainant about the timeframe in which a response can be expected.
- h) **Note:** There is separate session considered on how to register complaint or fill the complaint registration form.

72. Complaints can be submitted either at site level or at project level, and if possible be resolved at this level. If resolution fails or the complainant want to appeal a decision, then the complaint will be transferred to the higher level (i.e. to project level to Ministry level, where the final decision will take place.

73. the procedure for complaint relating to GBV/SEA has been outlined in the below section.

Grievance for Gender-Based Violence (GBV)

74. There will be specific procedures for addressing GBV including confidential reporting with safe and ethical documenting of GBV cases. Multiple channels will be in place for a complainant to lodge a complaint in connection to GBV issue.

75. Specific GRM considerations for addressing GBV under AGASP are:

- a) AGASP is rated as moderate risk in terms of GBV (however, GBV risks of downstream TA activities are expected to be substantial) , consideration should be given to a separate GBV GRM system, potentially run by a GBV Services Provider with feedback to the project GRM, similar to that for parallel GRMs by contractors and gas companies. The GRM operators are

- to be trained on how to collect GBV cases confidentially and empathetically (with no judgment).
- b) AGASP will establish multiple complaint channels, and these must be trusted by those who need to use them. Community consultations- consultation with labors may be one mechanism to identify effective channels (e.g. local community organizations, labor association, health providers, etc.).
 - c) No identifiable information on the survivor should be stored in the GRM logbook or GRM database.
 - d) The GRM should not ask for, or record, information on more than three aspects related to the GBV incident:
 - i. The nature of the complaint (what the complainant says in her/his own words without direct questioning);
 - ii. If, to the best of complainant’s knowledge, the perpetrator was associated with the project; and,
 - iii. If possible, the age and sex of the survivor.
 - e) The GRM should assist GBV survivors by referring them to GBV Services Provider(s) for support immediately after receiving a complaint directly from a survivor. This will be possible because a list of service providers will already be available before project work commences as part of the mapping exercise.
 - f) The information in the GRM must be confidential—especially when related to the identity of the complainant. For GBV, the GRM should primarily serve to: (i) refer complainants to the GBV Services Provider; and (ii) record resolution of the complaint.
76. Data Sharing: The GBV Services Provider will have its own case management process which will be used to gather the necessary detailed data to support the complainant and facilitate resolution of the case referred by the GRM operator. The GBV Services Provider should enter into an information sharing protocol with the GRM Operator to close the case. This information should not go beyond the resolution of the incident, the date the incident was resolved, and that the case is closed. Service providers are under no obligation to provide case data to anyone without the survivor’s consent. If the survivor consents to case data being shared the service provider can share information when and if doing so is safe, meaning the sharing of data will not put the survivor or service provider at risk for experiencing more violence. For more information on GBV data sharing see: <http://www.gbvims.com/gbvims-tools/isp/>.
77. The costs of operating the GRM are usually modest and should be financed by the project as part of the general project management costs.
78. The GRM should have in place processes to immediately notify both the ministry and the World Bank of any GBV complaints with the consent of the survivor. For World Bank reporting protocol refer to the Safeguards Incident Response Toolkit.

XI. CONTRACTOR MANAGEMENT

79. The project's management of the process of contracting third parties who engage contracted workers shall help to ascertain the legitimacy and reliability of the third party prior to contracting. Information required may as a minimum include: Business licenses, registrations, permits, and approvals; contractual provisions and non-compliance remedies; performance monitoring. Documents relating to a labor management system, including OHS issues, labor management procedures; safety, and health personnel, their qualifications, and certifications; compliance record with regards to environmental, social and OHS issues, monitoring system in place for these.
80. In the amine plant and gas pipeline project contractor management will be detailed in the Labor Management Plan. The following are the main responsibilities of contractor on gas pipeline & amine plant:
- ✓ Capacity Building Trainings and workshops
 - ✓ Technical consultation and advise
 - ✓ Survey and Reporting
 - ✓ Data Base development and management
 - ✓ On Site trainings
81. Further details will be included in the relevant Labor Management Plans.

XII. TYPE OF EMPLOYMENT UNDER AGASP

- **Direct workers**- the borrower staff, such as ministry staff and AGE who will be directly engaged,
- **Contracted workers**- through third parties, such contractors and gas companies under TA component who will rely on contractor workers, and
- **Primary supply workers** – who will be engaged by the Borrower or gas companies' primary suppliers.

Annex 1: Guideline for content of Workplace Code of Conduct

Social Standards included in Workplace Code of Conduct reflect commitments voluntarily made by companies, associations or other entities which put forth standards and principles for the conduct of their business activities. The Project Workplace Code of Conduct defines labor standards that aim to achieve decent and humane working conditions. The Code's standards are based on national law, International Labor Organization standards and internationally accepted good labor practices (incl. SA 8000). Companies affiliated with the Project are expected to comply with all relevant and applicable laws and regulations of the country in which workers are employed and to implement the Workplace Code in their applicable facilities. When differences or conflicts in standards arise, affiliated companies are expected to apply the highest standard. The Social Standards which the company commits to are as a minimum the following:

The PROJECT monitors compliance with the Workplace Code by carefully examining adherence to the Compliance Benchmarks and the Principles of Monitoring. The Compliance Benchmarks identify specific requirements for meeting each Code standard, while the Principles of Monitoring guide the assessment of compliance. The PROJECT expects affiliated companies to make improvements when Code standards are not met and to develop sustainable mechanisms to ensure on-going compliance.

Employment Relationship: Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

Non-discrimination: No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, nationality, political opinion, social group or ethnic origin.

Harassment or Abuse: Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Forced Labor: There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.

Child Labor: No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.

Freedom of Association and Collective Bargaining: Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

Health, Safety and Environment

Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

Hours of Work: Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours per week. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

Compensation: Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, each employer shall work with the PROJECT to take appropriate actions that seek to progressively realize a level of compensation that does.

The Company will be responsible to provide orientation to employees and laborers on the project Workplace Code of Conduct including orientation regarding Sexually Transmitted Diseases (STD), and Workplace Sexual Harassment (WSH), Sexual Exploitation and Abuse (SEA), GBV and shall receive orientation regarding GRM options.

Employees commit respectful behavior to:

- Abide by company rules' regarding work hours, leave notification, and resignation.
- Respectful workplace behaviour towards all inside and outside company, avoiding any defamatory, offensive or derogatory statement addressing co-workers of any rank or others with whom work-related encounters take place..
- Refrain from any discrimination or harassment of co-workers or surrounding communities.
- Abide by company's OHS rules
- Refrain from substance abuse during work hours

The Company's "misconduct" definition and policy should be explained along with rules of warnings and notification.